

Report for Week Ending 4 January 1956
from
Forms Management Branch

Numbered Projects

The status of these projects remain unchanged.

General Information

1. Revision of the "Personal History Statement" and the "(Periodic Qualifications-Supplement)". It had been expected these two jobs would be received from the Reproduction Plant by this time. Inquiry made today as to when these jobs might be expected brought the reply that delivery would be made within the next two or three days.

25X1A8a

2. Development of "Locator and Control Record", Form No. 779 (Test).

25X1A6a

This office has just completed the development of this special type control form for [REDACTED]. This is a 3"x5", 6 part form printed on NCR paper. This form will be tested for general field use at the [REDACTED] where climatic effects on the paper stock will be determined. The development of this form is part of the general effort being made by [REDACTED] to standardize all forms used in the field.

25X1A8a

3. IAC Ad Hoc Sub-Committee on Information Processing. As a result of recent discussion between Mr. [REDACTED] and officials of [REDACTED] these 25X1A8a officials and a representative of OO have today held an exploratory coordination meeting with [REDACTED] Chairman of the AHIP which resulted in an agreement to cut DD/P and OO in on the operations of this committee.

25X1A9a

25X1A9a

4. Teletype Dissemination of "Hot" Information Report. Recent discussions 25X1A8a between Mr. [REDACTED] and Messers [REDACTED] 25X1A9a resulted in the acceptance of one of the proposed forms and modification of the other form which will be redesigned to incorporate these changes.

25X1A9a

5. Summary of this Weeks Actions

New	3	151,600
Revision	1	10,000
Reprints	5	33,600
	<u>9</u>	<u>195,200</u>

Redesignation 1

6. Backlog - The backlog during the week reflects a sharp increase from 4 weeks to approximately 6 weeks.

25X1A9a



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